

Chief, Management Staff

OCT 17 1956

Chief, C&M Staff (DD/S Area)

Work Report for Period 11 October Through 17 October 1956

1. Accomplishment

a. MS 1024, OS, Transfer of two positions from Investigation Pool Administration and Training Staff. [REDACTED]

25X1A9a

b. MS 1050, OF, T/O Reorganization, Position Evaluation Division (36 positions). [REDACTED]

25X1A9a

c. Proposed revision of DD/S functional statement prepared and submitted to [REDACTED] BA-DD/S. [REDACTED]

25X1A9a

25X1A9a

2. Assignments (Active)

Target Date

a. MS 5-1E, OC, Study of Technical Accounting Staff. [REDACTED]

25X1A9a

1 November 1956

b. MS 5-18, T/O System Analysis, Manpower Control. [REDACTED]

25X1A9a

1 December 1956

c. MS 6-14, Study of Agency Overtime Practices. [REDACTED]

25X1A9a

15 November 1956

d. MS 6-19, OTR, Follow-up on concurrence by Director of Training on "Study of OTR Clerical Training Program." [REDACTED]

25X1A9a

15 November 1956

e. MS 6-28, OS, Follow-up on MS Administrative Survey of Correspondence and Records Branch. [REDACTED]

15 November 1956

25X1A9a

f. MS 6-47, OC, Study of Use of UV Funds to Pay Agency Employees, [REDACTED]

25X1A6a

1 November 1956

25X1A9a

g. MS 6-47, OC, Study of Use of UV Funds to Pay Agency Employees, other Components. [REDACTED]

15 January 1957

25X1A9a

h. MS 6-48, OS, Reorganization of Support Branch, SSD. [REDACTED]

25X1A9a

30 November 1956

i. MS 6-49, OTR, Study of OTR Language and Area Instruction. (NY MS 883) [REDACTED]

25X1A9a

1 November 1956

- j. MS 6-51, OTR, Follow-up on MS Study of Feasibility of Transferring OTR Library to OOR and Establishment of Communism Library. [REDACTED] 25X1A9a
1 November 1956
- k. MS 6-57, OS, Reorganization of the Investigation Branch SED/IOG. (Reference MS 937) [REDACTED] 25X1A9a
15 November 1956
- 25X1A9a l. MS 6-58, OC, Review of Work Measurement System - Finance. [REDACTED] 1 November 1956
- 25X1A6a m. MS 1032, Audit Staff, Establishment of a Field Audit Unit in [REDACTED] and Transfer of Area Position. 25X1A9a
[REDACTED] 1 November 1956
- 25X1A9a 3. Assignments (Inactive)
- 25X1A9a a. MS 5-1, CC, Study of the Comptroller Organization. [REDACTED] 1 January 1957
- b. MS 5-1D, CC, Study of the Budget Division. [REDACTED] 15 December 1956
- 25X1A9a c. MS 5-1F, CC, Study of Progress Analysis Staff. [REDACTED] 25X1A9a
2 November 1956
4. Training
- a. 3 Hours - Reading Improvement Course. [REDACTED] 25X1A9a
- b. 1 Hour - Supervised Study with an experienced examiner. [REDACTED] 25X1A9a

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